

P.O. Box 3209,  
Houghton, 2041  
Block B,  
Megawatt Park  
1 Maxwell Drive,  
Sunninghill  
2157



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**REQUEST FOR QUOTATION**

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**ONCE OFF DEEP CLEANING OF OFFICE FURNITURE FOR THE HDA OFFICES  
SITUATED AT 4 KIKUYU ROAD, SUNNINGHILL**

**RFQ/JHB/2023/023**

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**RFQ TO BE SUBMITTED BY  
31 JULY 2023 AT 11H00  
COMPOLSURY BRIEFING  
27 JULY 2023 AT 11H00**

## **1. Introduction**

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition, HDA provides project delivery support services to organs of state at local, provincial, and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

## **2. Background**

The Housing Development Agency (HDA) requires the services of a service provider duly registered with the national bargaining council for cleaning contractors, to undertake once off cleaning of office furniture at No.4 Kikuyu Road, Sunninghill, 2157.

The successful bidder will be responsible to deep clean all upholstered couches and occasional chairs, office chairs, tables, cupboards, credenzas and pedestals.

## **3. Scope of work**

The HDA seeks to appoint a service provider for once off cleaning of the furniture within the premises of the HDA. The successful service provider will be required to:

- 3.1 Ensure that all couches and occasional chairs are vacuumed and then steam-cleaned to ensure a uniformly clean appearance free from spots, stains, grease, etc.
- 3.2 Ensure all office chairs finished with polyester, and cotton are vacuumed and then steam-cleaned to present a uniformly clean appearance free from spots, stains, dust, etc.
- 3.3 Ensure that all tables, pedandas, credenzas, pedestals/drawers, cupboards are cleaned and are free from spots, stains, chewing gum, grease, litter, sticky labels, etc. Loose dirt or debris in corners and other inaccessible places should be cleaned.
- 3.4 All cleaning materials (e.g., chemicals, cleaning cloths, brushes, etc), and equipment (e.g., buckets, vacuum cleaners; steam-cleaners, etc), must be provided by the service provider. The HDA reserves the right to approve the cleaning materials and chemicals used, prior to commencement of cleaning.
- 3.5 The service provider will be required to move and/or lift office equipment for sole purpose of cleaning e.g. moving / lifting of chairs.
- 3.6 Cleaning method to include stain removal.
- 3.7 HDA will not lend, or supply the contractor with any cleaning equipment, cleaning consumables and products or tools for the execution of their duties. The forementioned is

solely the responsibility of the contractor who is required to have all the necessary equipment when they con onsite to execute duties.

3.8 The service provider will be required to make sure that there is a supervisor present onsite whilst cleaning is taking place.

3.9 The following is an inventory of items requiring deep cleaning:

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>
1	White 1500 x 750mm steel frame desk with floating white melamine top and wire cable tray	5
2	White L1500 x W1510mm steel frame desk with floating white melamine top and wire cable tray	24
3	White L2000 x W1200mm steel frame desk with white floating melamine top and wire cable tray	3
4	1800mmx750mm x750mm, Sanctuary textured melamine Table	19
5	Supawood round table with steel frame	7
6	Sanctuary textured melamine Office Table with drawers	17
7	1800mmx 900mm melamine office table with steel legs	12
8	1600 (L) x 1200 (W) x 750 (H) mm, Melamine corner office desk.	15
9	8-seater boardroom table, made of melamine material, both surface and legs	3
10	12-seater boardroom table, made of cherry wood material, both surface and legs	1
11	10-seater boardroom table, made of pinewood material, both surface and legs	2
12	12-seater boardroom table, made of melamine material, both surface and legs	1
13	22-seater boardroom table with 2 removable glass panels in the middle.	1
14	Sanctuary textured melamine 1350x670mm desk with 2 steel legs, white pedestal underneath, with finishing surface of melamine.	4
15	1500x750mm desk, mahogany colour desks	3
16	1200x860mm desk, dark brown coloured, with one steel leg and small pedestal attached underneath	10
17	White credenza cabinet, made up of chipboard, and finished in melamine material.	4
18	800mm x 700mm x 700mm office Credenza	88
19	800mm x 700mm x 1800mm Roller Door Cupboard	10
20	1000mm x 500mm x1800mm Chipboard double door cupboards finished with melamine material	37

Item No.	Description	Quantity
21	850mm x 500mm x1250mm white double door cupboard, finished with melamine.	8
22	850mm x 500mm x1250mm white cupboard with sliding drawers, finished with melamine.	29
23	1000mm x 500mm x1800mm Chipboard (Drawers) finished with melamine material	3
24	Pedestal with casters, made of chipboard, and melamine finishing	20
25	Desk divider	10
26	Aluminium chair (Silver)	24
27	Plastic chairs with steel legs	17
28	Wooden canteen tables	4
29	Wooden chairs	6
30	Stainless steel canteen table	3
31	Round white canteen table	1
32	Snooker table	1
33	Chair - Black Polypropylene frame with nylon fabric seat	74
34	Chair – Synthetic Leather chairs	29
35	Chair – Cotton (Black colour) chairs	30
36	Waiting area chairs made of cotton and wood	11
37	Waiting area black leather 1-seater couch	2
38	Waiting area 1-seater polyester couch	4
39	2-seater black couch	2

#### 4. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80:20 formula for Price and -Specific Goals as per the PPPFA.

The following criteria will be used for points allocation for price and Specific Goals compliance on an 80/20-point system:

Table 1 – Price and Specific Goals

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80

Specific Goals	Specific Goals	20
TOTAL		100

The HDA proposal will be evaluated as per PPPFA regulations.

## 5. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

## 6. General

**Below are compulsory requirements for this service**

- 6.1 The service provider will be required to commence work within two (2) working days of appointment.
- 6.2 The project is to be completed within five (5) working days of commencement of work.
- 6.3 HDA will not be held responsible for any damages, losses, theft of equipment or any valuables of the contractor or injury of his/her personnel while onsite in the execution of their duties.
- 6.4 **A compulsory briefing session will be held at at No.4 Kikuyu Road, Sunninghill, 2157 on 27 July 2023 AT 11H00.**
- 6.5 It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organizational guidelines.
- 6.6 Kindly complete and submit the HDA Supplier Registration form if not already on our database and submit together with:
  - Valid original tax clearance certificate.
  - SBD Forms (SBD4, SBD6.1,) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
- 6.7 **Further information and queries can be send via email to :[Naledi.Aphane@thehda.co.za](mailto:Naledi.Aphane@thehda.co.za) or at Tel: 011 544-1000**

## 7. Terms and Conditions.

- 7.1 HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.
- 7.2 No payment will be made where there is an outstanding information/work by the service provider/s.
- 7.3 HDA will not be liable to pay any cost other than stipulated in the LTA document.

## **8. Submission of Quotation**

- 8.1 Quotations should be submitted on or before the 31 July 2023 by no later than 11h00 to the following Email address: Procurement@thehda.co.za

The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any bid/proposal, and the HDA reserves the right not to appoint a provider.